

North Dearborn Vikings

2016-2017 School-Wide Behavior Expectations



To Be A Viking I Must...

Be **READY TO LEARN**

Be **RESPECTFUL**

Be **RESPONSIBLE** and **SAFE**

This guide provides specific goals and behavioral expectations for students to create a positive, safe, and efficient learning environment. Classes will collect Viking Vouchers and redeem them for incentives.

Staff Member Responsibilities Include:

- ✓ Staff members should teach, model, and practice the behavioral expectations throughout the school year.
- ✓ When staff members observe students being ready to learn, respectful, responsible and safe, give positive verbal feedback and/or a Viking Voucher.
- ✓ Teachers should take his/her class to each common area to explain and practice each procedure by the end of the first week of school.
- ✓ Teachers should notify the office when a class has earned an incentive so their accomplishment can be recognized on the morning announcements.
- ✓ Teachers should post the Viking Motto and behavior matrix in classroom, along with specific classroom expectations.

Voice Levels

0	No Voice
1	Whisper
2	Inside Voice
3	Outside Voice



To Be A Viking I Must...

To be a VIKING I must...	<i>In all Classrooms</i>	<i>In the Hallways</i>	<i>In the Cafeteria</i>	<i>In the Restrooms</i>	<i>On the Playground</i>
<p style="text-align: center;">be <u>ready to learn.</u></p>	<ul style="list-style-type: none"> • Pay attention and ask questions when you do not understand • Have all materials ready when you need them for all classes 	<ul style="list-style-type: none"> • Keep track of materials • Quickly gather all materials needed for class from your locker 	<ul style="list-style-type: none"> • Make healthy choices in the lunch line or pack a healthy lunch • Eat your lunch so you can fuel your brain 	<ul style="list-style-type: none"> • Use the restroom quickly and get back to class or in line 	<ul style="list-style-type: none"> • Be active outside- get exercise and burn energy • Be prepared to play
<p style="text-align: center;">be <u>respectful.</u></p>	<ul style="list-style-type: none"> • Listen to the teacher and follow directions • Keep my hands and feet to myself • Use kind words • Take care of property 	<ul style="list-style-type: none"> • Remain quiet in the hallways • Keep hands and feet off the walls • Quietly close your locker 	<ul style="list-style-type: none"> • Talk in quiet voices • Say “please” and “thank you” • Keep hands and feet to yourself • Recycle • Be kind 	<ul style="list-style-type: none"> • Keep restroom clean • Stay quiet • Respect privacy and property 	<ul style="list-style-type: none"> • Share the playground equipment with peers • Be a good friend
<p style="text-align: center;">be <u>responsible and safe.</u></p>	<ul style="list-style-type: none"> • Dress appropriately for the weather and for dress code • Do your personal best on homework and classroom assignments 	<ul style="list-style-type: none"> • Go straight to where you are supposed to be • Keep your hands to yourself • Walk in hallways • Use railing on stairs 	<ul style="list-style-type: none"> • Keep food in your area • Clean up after yourself • Stay in your seat • Raise your hand if you need something • Take what you order 	<ul style="list-style-type: none"> • Always wash your hands • Use appropriate amounts of soap and paper towels 	<ul style="list-style-type: none"> • Tell an adult if someone is hurt or in need of help • Listen to adults and follow playground rules • Dress appropriately for weather

	● Be a problem-solver				
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Cafeteria Expectations

Entering Cafeteria

- Enter cafeteria at a level 0 voice
- Students bringing lunch may walk to your table
- Student buying lunch will stand in line quietly, keeping hands and feet to self
- Stay at a level 0 in the serving area except when ordering or saying please and thank you
- Speak at a level 2, clearly, and politely when speaking to a staff member to make food choices

Eating Lunch

- Walk to your table
- Hold lunch tray with two hands
- Remain seated, on your bottom, facing forward
- Using a level 1 voice, talk only to those across and next to you
- For teacher assistance, raise your hand and wait
- Eat your food only
- Use good table manners
- K, 1, and 2: When *dismissed*, pick up all trash, carefully and quietly walk to lunch cleanup
- 3, 4, and 5: When *finished*, pick up all trash, carefully and quietly walk to lunch cleanup

Lunch Cleanup

- Stand at a level 0 in the tray return line
- When you are at front of line, wait until the X is open and take tray up
- Place silverware in slot
- K, 1, and 2: Walk at a level 0 to hallway
- 3, 4, and 5: Quietly return to table
 - You may talk at a level 1 voice at the table, to those across and next to you, until dismissed

Hallway Expectations

- Voice level 0 when walking to/from special
- Voice level 0 when waiting to enter and when being dismissed from cafeteria
- Voice level 1 at arrival and dismissal
- Walk on the right side when possible unless instructed to do otherwise
- Walk in a straight line directly behind the person in front of you, facing forward
- Walk on the right side of stairwells unless instructed to do otherwise
- Use the railing on stairs
- Move from classroom to desired location quickly and quietly without loitering (hanging out) in halls
- Voice level 0 at lockers
- Return to classroom quickly and quietly
- Keeps hands, feet, and objects to yourself
- Quickly gather materials needed from your locker
- Close lockers quietly
- Touch only items that belong to you

Restroom Expectations

Restroom

- Walk at a level 0 straight to the restroom
- Use a level 0 voice in the restroom
- Wait your turn
- Treat others privacy with respect
- Treat the “equipment” properly
- Use 1 pump of soap and an appropriate amount of water
- Turn the water faucet off when finished washing hands
- Use 1 paper towel at a time. Take a second only after you have dried your hands with 1.
- Place used paper towels in trash can
- Use the restroom and return promptly to the line or to your classroom

Drinking Fountain

- Level 0 voice level while waiting your turn
- Your mouth should touch water only
- Get about a 3-5 second drink
- Return to your classroom or line

Recess Expectations

Outdoor Recess-LEVEL 3 VOICE

Adults should interact with students, move around, and scan playground area

PBIS strategy:

I-interact with all students

HU-head up and looking around at students

M-moving constantly in and around students

General Rules for Playground

- Ask an adult for permission to go back into the school
- Walk on sidewalk and while on equipment
- Share and take turns
- Go to the BUDDY BENCH (bench on the left near main entrance) if you would like to talk, walk, or play with another student. There will be a BUDDY BENCH sign on the bench.
- Walk up and down the sidewalk if you owe recess minutes
- Play in established areas for basketball, football, soccer, kickball, tag/free play. These areas will be marked with signs on cones. The recess duty attendants will mark these areas and the areas may be adjusted (by adults only) if necessary anytime during recess.
- Only adults are allowed to open or close the gates on the playground fence.

Boundaries

Hill when dry, playground/mulch areas, blacktop within cones set up by recess duty attendants

- Stay in front of benches
- Stay where you can see teachers
- Tell a teacher if a ball goes outside the boundary
- Stay off fence

Equipment

- Return equipment to bin after playing. Recess duty attendants, or designated student, will take bins outside and return the bins to the stairwell after the last recess.
- Be mindful when tossing, kicking, or throwing playground balls
- Sidewalk chalk-write on sidewalk and blacktop only
- Jump ropes-use for jumping games only
- Football-Play two-hand touch and toss games only

- Basketball-jump shots, lay-ups, free throws, and 3-pointers only

Playground Equipment

- Slides-Go down feet first, on your bottom, one person at a time
- Swings-Back and forth and on bottom, swing by yourself, one person at a time per swing
- Tire Swing-3 riders and 1 pusher, push and move away, stay on bottom with feet inside the tire
- Monkey Bars-Stay under bars, use hands only, one person at a time going in the same direction
- Yellow Spinner-Let gravity spin the riders and stay on the outside
- Climbing Chain-Stay on the top side and climb up
- Climbing Poles-One person at a time

End of Recess

- Line up quickly and in a straight line
- Be responsible for equipment and personal belongings

Indoor Recess-LEVEL 2 VOICE

- Choose an activity and sit quietly while playing
- Ask permission to leave an area or to use the restroom
- Clean up your area and return items to their place after playing and before getting another item out
- Line up quickly and quietly when the teacher tells you recess is over

Study Hall-LEVEL 0 OR 1 VOICE

- Bring all necessary materials to study hall
- Complete your assigned work
- Go straight to study hall area
- Be responsible for your materials and check with the teacher before leaving

Arrival/Dismissal Expectations

Early Arrival

- Report directly to the cafeteria
- Use a level 1 voice to talk to the students next to or across from you
- Stay seated until dismissed

Bus Arrival

- WALK on sidewalk to the nearest entrance
- Be respectful of the person behind you by holding the door until he/she reaches it
- Respect others by keeping hands and feet to yourself
- Respond appropriately to adult's directions
- Depending on your teacher's preference, either report straight to your classroom or to the cafeteria for breakfast
- Use the MAIN STAIRCASE only for arrival
- When using the stairs, walk up using the handrail on either side
- Walk calmly and with a voice level 1 to your classroom or locker
- If you enter the building after 8:05, report to the office for a tardy slip

Early Dismissal-2:50

- Quietly collect items from locker
- Using MAIN STAIRCASE only, calmly walk down stairs holding handrail
- Walk CALMLY with a voice level 1 DIRECTLY to cafeteria
- Follow sign-in procedure in cafeteria
- Remain seated and quiet while waiting for pick-up

Dismissal

- Walk with your class to the designated dismissal area with a voice level 1
- When walking CALMLY down the stairs, use both sides holding the handrail
- Continue walking until you arrive at your dismissal area
- While waiting to dismiss, keep hands, feet, backpacks, etc. to yourself
- Wait quietly in an organized line
- When exiting building, walk single file through the doors
- When moving to your bus, WALK DIRECTLY to bus staying on the sidewalk, avoiding grassy areas
- Teachers will be on duty at dismissal to help students get to the correct bus safely

Computer Lab/Science Lab Expectations

- Enter at a level 0 voice
- Listen to instructions
- Stay in your seat
- Raise your hand if you need assistance or have a question
- Keep your hands to yourself and stay in your own area
- Return equipment to designated spot or log off and turn off computer
- Push in chair
- Line up at a level 0 voice

Health Room Expectations

- Students will have a pass from their teacher or bring their student planner in order to come to the health room. This is the only way the nurse knows that an adult has given the student permission to go to the nurse. This is also a good way to communicate to parents that the student visited the nurse. (This pass is not necessary for students who come for daily medication and scheduled daily treatment.)
- Students injured at recess should be escorted to the health room by an adult or another student. Recess supervisors should radio the nurse telling her a student is coming to the health room when possible.
- Use a level 2 voice while talking with the nurse.
- Sit quietly and wait your turn if other students are in the health room.
- If a student escorts a sick student (with a pass) to the health room, the “healthy” students should return to the classroom after ensuring the sick student gets to the health room safely.
- Listen to the nurse and be respectful.
- If the nurse is not in the health room, the student should sit down quietly and wait for the nurse to come back.
- Students should sit in the office area if the lights are turned off in the health room. Office staff will supervise the student until the nurse returns. The nurse will turn the lights off if she will be out for more than a couple of minutes.
- Say please and thank you
- ALWAYS wash your hands after using the restroom

Library Expectations

Check Out Times

- Library is open for book exchange every morning from 7:45-8:05 and during scheduled library time.
- If the classroom teacher permits, students may come into the library during the 7:45-8:05 time period to read quietly, take Accelerated Reader tests, or do research.

Library Procedures

Check-In

- Enter the library at a level 0 voice
- Have barcode ready to scan books
- Place books on the correct cart
 - Easy, fiction, or nonfiction
 - Books should be returned clean, dry, and with label intact

Book Selection

- Use a level 1 voice during book selection
- Use shelf markers appropriately when looking for books
- Place unwanted or misplaced books on correct cart
- Book selection should be completed in 10-15 minutes
- Book selection should include one fiction and one nonfiction book within student's reading level for grades 1-5. Kindergarten students will check out one book.

Check-Out

- Once selections have been made, students will line up to scan out books
- All books are checked out for 7 days. Books can be checked out for 7 additional days if book has not been reserved.
- Reference materials and magazines are not available for check-out.
- After checking out a book, sit in assigned seat unless advised.
- If teacher permits, you may sit in designated areas around the room.

Additional Library Notes

- Take a restroom break before coming to the library.
- Students who forget a library book will read a leveled reader and take a test before the end of library.
- Walk and keep hands, feet, and objects to yourself.
- Use a bookmark. Bookmarks can be found in the basket at the front desk.
- Show respect to yourself, others, and property.

Office Area Expectations

- Enter the office area through the main entrance doors only. Use this entrance to see any office personnel, including the counselors and principal. (Use the health rooms doors to see the nurse.)
- Stay in front of the desk.
- Use a level 2 voice when speaking to an office staff member.
- Use a level 0 voice while waiting to speak to an office staff member.
- Wait until the office staff member is off the telephone before speaking to her.
- Use good manners such as “please” and “thank you”
- Sit in the office area chairs while waiting
- Teacher work rooms are for staff members only